

## CSBG Recovery Act Local Plan

*Please refer to your instructions prior to completing the Community Services Block Grant (CSBG) Recovery Act Local Plan.*

### Submit To:

Department of Community Services and Development  
Attention: Community Services Division  
P.O. Box 1947  
Sacramento, CA 95812-1947

### Section I - Agency Information

Agency Community Action Partnership of Solano (CAP Solano)  
Address 1545 N. Texas Street, Suite 301  
City Fairfield, CA 94533

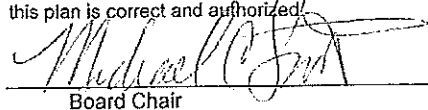
### Agency Contact Person Regarding CSBG Recovery Act Local Plan

Contact Person PJ Davis  
Title Executive Director  
Phone (707) 422-8810  
Fax (707) 422-8896  
E-mail Address [pjdavis@onramp113.org](mailto:pjdavis@onramp113.org)

### Section II - Certification

- 1 As a part of the efforts to ensure transparency and accountability, the Recovery Act requires Federal agencies and grantees to track and report separately on expenditures from funds made available through the stimulus bill. Please check to acknowledge that your agency is aware of this requirement and has the capacity to track CSBG Recovery Act program activities and expenditures separately from all other CSBG or other funding, including activities and expenditures carried out by delegate agencies and other service providers supported by subcontracts under Recovery Act funding.

The undersigned hereby certify that this agency complies with the requirements of this CSBG Recovery Act Local Plan and the information in this plan is correct and authorized.

  
Board Chair

5-7-09

Date

  
Executive Director

5-8-09

Date

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### Section III - DUNS Number

Provide your agency's Data Universal Numbering System (DUNS) number. If your agency has not registered, do so and provide the number below.

DUNS Number 146255596

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### Section IV - CCR Number

Provide your agency's Central Contractor Registration (CCR) number. If your agency has not registered, do so and provide the number below.

CCR Number 5FZ05 (pending approval)

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### Section V - Verification of Public Inspection

Provide verification of public inspection of your agency's CSBG Recovery Act Local Plan. Documentation of public inspection must also be provided, (i.e. copy of web page, e-mail blasts, etc.)

A) Describe how your agency made this Local Plan available for public inspection.

The CSBG Recovery Act Local Plan for Community Action Partnership of Solano (CAP Solano) is posted to our website: [www.capsolano.net](http://www.capsolano.net). A copy of the web page is attached. This fulfills our requirement for Verification of Public Inspection.

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### Section VI - General Plans

For each question in this section, provide a comprehensive narrative of what plans you have made to date.

A) Provide a description of Recovery Act projects for purposes of creating and sustaining economic growth and employment opportunities. Include a description of targeted individuals and families; services and activities; and how the services and activities are tailored to the specific needs of the community.

Community Action Partnership of Solano has considered the barriers to moving out of poverty. We agree with the efforts of many to identify and address employment and its effect on our clients. Those clients who receive training, skills and support in the area of employment break those barriers and move toward self-sufficiency. We have four segments to our use for the ARRA funds to Solano County: 1. Job/Agency Sustainability; 2. Volunteer Coordinator Program; 3. Green CAPS Project; 4. CAP Administration and Contract Compliance. Please see attached narrative supporting these projects.

B) Provide a description of the service delivery system for Recovery Act projects for purposes of providing a wide range of innovative services and activities. Include a description of the geographical area served.

Services and activities will include recruitment of low-income persons who will benefit from the three major projects funded with the ARRA allocation. These participants will receive training, education, on-the-job activities, promotion and marketing skills, leadership and community event planning. Please see attached narrative describing the service delivery system for each of the three projects.

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C) Describe how your agency will use Recovery Act funds to meet the short-term and long-term economic and employment needs of individuals, families and communities.

Short-term economic and employment needs of individuals will be met through recruiting and engagement of low-income persons directly in two of our projects with living stipends and transportation provided. Meeting long-term needs of individuals, families and communities are addressed and supported through the projects with wrap around services provided by CAP Solano and partner agencies. Participants will obtain employment and give back to their communities. Follow-up tracking will include up to two years after September 30, 2010. Programs will be sustained after September 30, 2010.

D) Provide a description of how linkages will be developed to fill identified gaps in services, through the provision of information, referrals, case management and follow up consultations.

Linkages exist between CAP Solano, Continuum of Care and the Workforce Investment Board. Partnering with Solano County Health & Social Services allows our clients access to the mainstream services beneficial to moving them out of poverty. These include such things as Social Security, TANF, Food Stamps, MediCal, CMSP, WIC, and many other similar programs. Our case managers are trained by CAP Solano in our Case Management 101 series of workshops and provide appropriate follow-up to maintain connections for up to two years with most clients.

E) Provide a description of how Recovery funds will be coordinated with other public and private resources, to avoid duplication and/or supplanting.

CAP Solano has worked with our fiscal agent to separate our ARRA funding from other department funding within our agency. ARRA funds will be tracked separately both for revenue and expenditures. Solano County Auditor's Office (our fiscal agent) understands the need for extremely accurate accounting for all funds and the importance of being even more careful with the ARRA funds. A time sheet (activity log) has been developed to report accurately all staff time spent on the ARRA projects.

F) Provide a description of how the funds will be used to support innovative community and neighborhood based initiatives related to the purposes of the Recovery Act, which promotes food, housing, health services and employment-related services and activities.

The CAP Solano ARRA funding projects will allow our clients to participate in all of the available services within our network of delegate and partnering agencies, while receiving a living stipend during their participation in both our Job/Agency Sustainability Project and our Green CAPs Project. Those clients who come to us unemployed will be provided with activities and services moving them into employment. This employment will increase their income levels and help move them out of poverty.

G) Provide a description of the community-needs assessment (which may be coordinated with community-needs assessments conducted for other programs).

A major needs assessment is conducted annually through our Provider/Continuum of Care process. Each of the delegate organizations and other nonprofit and faith based organizations working with our population to end poverty facilitate needs assessments on a regular basis. Intake and assessment information gathered from our HMIS for Solano County provides reasons for coming to an agency and what services they require. The two main needs identified in Solano County were housing and employment.

H) Provide a description of the service delivery system for benefit enrollment coordination activities for purposes of identifying and enrolling eligible individuals and families in Federal, State, and local benefit programs. Include a description of the geographical area served and a listing of sub-grantees provided the services and service areas.

CAP Solano works directly with the Mainstream Committee of the Continuum of Care. This committee reviews the HUD Annual Progress Reports, the CSBG 801 reporting forms, and other documents provided by agencies working to move clients out of poverty. They identify clients baseline participation in benefit activities and then their progress over time. These activities include SSI, SSDI, Social Security, General Assistance, TANF, SCHIP, Veterans Benefits, Employment Income, Unemployment Benefits, Veterans Health Care, Medicaid, Food Stamps, MediCal, and others.

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### J) Describe your education and outreach projects to advertise and market the Recovery Act services and outcomes.

CAP Solano was one of the first organizations to sign up with CAL/NEVA and their marketing project for the ARRA funding. We plan to continue our public relations within Solano County with presentations in each of the cities to their City Councils, and to the Solano County Board of Supervisors. Working with WIB and Solano County Health & Social Services, we can send educational material and outreach flyers through their network systems and reach thousands of potential clients in Solano County. Our Continuum of Care and Provider meetings allow a great time for outreach for all CAP Solano activities.

### Section VII - Energy Coordination

For each question in this section, provide a comprehensive narrative of what plans you have made to date.

### A) Describe how your agency has/will establish a mutual referral service agreement with your local energy provider to ensure that clients receive services that support their progress towards achieving self-sufficiency.

CAP Solano has joined the Weatherization Committee for Solano County. Our delegate agencies currently work directly with Pacific Gas & Electric and North Coast Energies to refer clients, develop acceptable payment plans, and provide access to REACH and HEAP for those clients who qualify. The Weatherization Committee includes United Way, WIB, City officials from Fairfield, Vacaville and Vallejo, and CAP Solano. We have partnered to coordinate funding applications and project development for job stimulus in Solano County.

### B) Describe the activities your agency will conduct to actively coordinate with the local energy program in employment training and job placement of clients.

The Weatherization Committee has collaborated with Workforce Investment Board and several of the cities to flow client referrals through the WIB for positions being offered in the energy field and more specifically funded by ARRA funding. The Stockton Training center will accommodate referrals from our committee for training. We are currently working to bring the Labor Unions to the table to perhaps develop a Pre-Apprentice Program for the youth in Solano County.

### Section VIII - Workforce Development Projects and Activities

In this section, provide information on projects or activities that will be funded in part or totally by Recovery Act funds that will be administered by your agency. For each project or activity, include the following: title, cost, an estimate of the number of jobs created or retained, and a description of the project or activity.

#### A.1) Project/Activity #1

Title	Job/Agency Sustainability	
Cost	\$150,000	
Est. # of Jobs	<input type="checkbox"/> Created # 2 - 4	<input type="checkbox"/> Retained #
Description	We will train low-income persons in the complexities of grant writing, agency administration and contract compliance. Internships will provide on-the-job experience. Stipends will be provided.	

#### A.2) Project/Activity #2

Title	Volunteer Coordinator Project	
Cost	\$20,000	
Est. # of Jobs	<input type="checkbox"/> Created # 2	<input type="checkbox"/> Retained #
Description	CAP Solano will provide matching funds, materials, and support for the Volunteer Center of Solano. This project will be housed at the CAP Solano office. We will utilize 2 VISTA Members for one year. The project will develop the Volunteer System in Solano County, bring in resources to sustain positions.	

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### A.3) Project/Activity #3

<b>Title</b>	Green CAPs Project
<b>Cost</b>	\$288,000
<b>Est. # of Jobs</b>	<input type="checkbox"/> Created # 4 to 6 <input type="checkbox"/> Retained #
<b>Description</b>	Low-income persons will obtain on-the-job training, pre-employment skills, and move into full employment. Project will be sustained through consulting fees and product sales.

### A.4) Project/Activity #4

<b>Title</b>	Administration and Contract Compliance
<b>Cost</b>	\$39,019
<b>Est. # of Jobs</b>	<input type="checkbox"/> Created # 1 to 2 <input type="checkbox"/> Retained #
<b>Description</b>	CAP Solano will increase staffing to accommodate the demand for accountability, measuring outcomes, gathering data and to CSD as required.

### A.5) Project/Activity #5

<b>Title</b>	
<b>Cost</b>	
<b>Est. # of Jobs</b>	
<b>Description</b>	

*In this section, provide information on projects or activities that will be funded in part or totally by Recovery Act funds that will be carried out by a delegate agency or other service provider pursuant to a subcontract with Recovery Act funds. For each project or activity include the following: title, subcontractor name, cost, an estimate of the number of jobs created or retained, and a description of the project or activity.*

### B.1) Subcontractor Project/Activity #1

<b>Title</b>	
<b>Subcontractor</b>	
<b>Cost</b>	
<b>Est. # of Jobs</b>	
<b>Description</b>	

### B.2) Subcontractor Project/Activity #2

<b>Title</b>	
<b>Subcontractor</b>	
<b>Cost</b>	
<b>Est. # of Jobs</b>	
<b>Description</b>	

### B.3) Subcontractor Project/Activity #3

<b>Title</b>	
<b>Subcontractor</b>	
<b>Cost</b>	
<b>Est. # of Jobs</b>	
<b>Description</b>	

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### B.4) Subcontractor Project/Activity #4

Title

Subcontractor

Cost

Est. # of Jobs

Description

### B.5) Subcontractor Project/Activity #5

Title

Subcontractor

Cost

Est. # of Jobs

Description

B.6) If you specified any project/activity in B.1 – B.5, describe the process you will use to select the above subcontractor(s) to provide services funded in part or totally by the Recovery Act funds.

See form  
attached

*In the section below list all projects or activities that will be funded in part or totally by Recovery Act funds, the applicable National Program Indicator (NPI) and a description of the project or activity.*

C) Under the regular CSBG program, eligible entities use funds to provide services and activities addressing unemployment, education, better use of available income, housing nutrition, emergency services and/ or health to combat the central causes of poverty. Such services continue to be supportable under the CSBG Recovery Act. ***In recognition of the intent of the Recovery Act, agencies are encouraged to support employment related services and activities that create and sustain economic growth.***

<i>NPI</i>	<i>Project or Activity</i>	<i>Description</i>
NPI 1.1 Employment	Job/Agency Sustainability	Jobs will be created and sustained through grant writing and fund development. On-the-job Internships will move participants into employment
NPI 1.1 Employment	Green CAPs Project	Jobs will be created and sustained through consulting fees and product sales. Participants will gain employment skills, leadership skills and marketing skills.
NPI 1.2 Employment Supports	Green CAPs Project	We will employ from 4 to 6 low-income clients referred from subcontracting agencies. The persons will receive a living stipend up to \$25,000 annually for working in the project.
NPI 5.1 Broadening Resource Base	All Projects	All projects will broaden the resource base of CAP Solano. We will sustain positions after the September 30, 2010 term through grant writing, consulting, and product sales.

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D) Provide a description of planned infrastructure investments, the purpose, total cost and the rationale for funding the infrastructure investment with funds made available under the Recovery Act. (Capital Improvements are not allowable costs per P.L. 105-285 Sec. 678F)

None.

E) Will your agency use a portion or all the Recovery Act funds for administrative costs? Check the appropriate box.

☒ Yes, our agency will use a PORTION of the Recovery Act funds for administrative costs.

☐ Yes, our agency will use ALL of the Recovery Act funds for administrative costs.

☐ No, our agency will NOT use any of the Recovery Act funds for administrative costs.

**measurable outcome.**

CAP Solano will report on the measurable outcomes through use of the administrative costs for each of the projects. Please refer to the charts attached.

### Section IX - Required Disclosures

*For each question in this section, disclose any unresolved findings and/or recommendations, or any legal proceedings.*

A) List all non-CSD funded programs administered by the agency within the past three (3) years that have unresolved findings and/or recommendations or have been terminated as a result of deficiencies.

None.

B) List all legal proceedings the agency is currently involved in or has been in the past three (3) years. Include a brief description of the proceeding and the outcome. If the proceeding is currently active provide the status.

None.

### Section X - Barriers

*For each question in this section, provide information on potential barriers to your agency's success.*

A) Identify any barriers that your agency feels it may face in meeting the requirements of the Recovery Act (i.e., subcontracting, staffing, workforce development, compliance with reporting, performance).

We anticipate initial resistance from some of the CAAs or CAPs. Our intention will be to educate and provide promotional information to support the Green CAPs Project nationwide. We will begin with our local nonprofit, faith-based, private and public organizations working to move people out of poverty. We plan to expand to California, and then nationwide, if this project takes off.

## **CSBG Recovery Act Local Plan Checklist**

The CSBG Recovery Act Local Plan must meet specific requirements as defined by law, and described in detail in this package. Once the CSBG Recovery Act Local Plan is completed, submit to CSD no later than May 11, 2009 at 5:00 p.m. (Refer to submittal requirements under the general overview)

The following is a check list of the components to be included in the CSBG Recovery Act Local Plan your agency submits to CSD:

- ☒ *Section I – Agency Information*
- ☒ *Section II – Certification*
- ☒ *Section III – Data Universal Numbering System (DUNS) Number*
- ☒ *Section IV – Central Contractor Registration (CCR)*
- ☒ *Section V – Verification of Public Inspection*
- ☒ *Section VI – General Plan*
- ☒ *Section VII – Energy Coordination*
- ☒ *Section VIII – Workforce Development Projects and Activities*
- ☒ *Section IX – Required Disclosures*
- ☒ *Section X – Barriers*



## **CAP Solano Narrative for ARRA Work Plan**

A. Community Action Partnership of Solano has considered the barriers to moving out of poverty. We agree with the efforts of many to identify and address employment and the relationship to our clients. Those clients who receive training, skills and support in the area of employment break those barriers and move toward self-sufficiency. We have four segments to our use for the ARRA funds to Solano County: 1. Job/Agency Sustainability; 2. Volunteer Coordinator Program; 3. Green CAPS Project. 4. CAP Administration and Contract Compliance. Please see attached narrative supporting these projects.

### **1. Job/Agency Sustainability:**

CAP Solano will support up to four clients at a time for six months to a year in our Job Training and Agency Capacity Building Project. While clients participate in our extensive job training program they will gain knowledge and skills in the areas of grant writing, agency administration and capacity building. They will attend CAP Solano Capacity Building Workshops, Intern at local nonprofit and/or faith based organizations, and participate in Leadership Activities. To help support these low-income persons moving out of poverty CAP Solano will provide a Living Stipend up to \$25,000 annually, for a total cost of \$150,000. At the end of this ARRA Project the low-income persons will obtain permanent employment within our Network of Providers in Solano County. Through the grant writing efforts they will raise funds to support the project beyond the September 30, 2010 term.

### **2. Volunteer Coordinator Program:**

CAP Solano is developing a VISTA Program in Solano County to research, develop and implement a Volunteer Coordinator Program for Solano County. CAP Solano has been approved for two VISTA Members for 2009 – 2010. ARRA funds will be used to support this new project with a start date of July 1, 2009. The funds will be used to purchase laptops, office space, materials and supplies for the VISTA Members. Funds will also provide support for the initial set-up of the Solano Volunteer Center. Total funds allocated for this project will be up to \$20,000. The efforts of the Volunteer Coordinator Program will provide recruitment, recruitment, training, placement, and tracking of Volunteers in Solano County, with an identified Coordinator in each City. Many people who have lost their jobs are turning to volunteering until they obtain new employment. These activities keep their skills current, showcase their skills and abilities in on-the-job participation, and provide networking opportunities for obtaining employment. This program will be sustained beyond the September 30, 2010 term through fund raising efforts with our partner organizations such as Solano County, United Way, W.I.B., Children's Network and others.

### **3. Green CAPs Project:**

CAP Solano will be embarking on a new Green CAPs Project to develop and sustain new green jobs working directly with nonprofits. The focus of this project will be to bring CAP Solano in-line with being a Green Community Action Partnership organization. Working collaboratively with CAL/NEVA Community Action Partnership, CAP Solano will hire consultants to develop standards and guidelines for nonprofit and faith organizations to successfully Go Green. We plan to connect with Sacramento State College and participate in their Green Certification Process. Once CAP Solano staff receive training, we will bring in low-income persons for training, education, marketing, and events promoting the Green CAPs Project. Funds will be used to provide living stipends to participants; consulting services; production of materials for purchase by other CAAs; and a Certification Program including identification, evaluation and delivery of services to CAAs and other nonprofit and faith organizations to help them Go Green. The fees charged for the materials and consulting services will help sustain this Green CAPs Project far beyond the term of this contract. Participating low-income persons will join CAP Solano staff in Philadelphia at the Annual Conference and work in our "Going Green CAPS" booth. We will also submit requests for funding under the Green Initiatives. Low-income persons will continue with CAP Solano or obtain permanent employment with one of our participating organizations after their first year in our program. Because grant and fund raising activities will support this project after September 30, 2010, many more clients will participate than the original four to six. The ARRA Project will use up to \$288,000.

### **4. Administration and Contract Compliance:**

CAP Solano intends to allocate 8% of the funds, or \$39,019 for enhance our administrative and contract compliance staff. Full transparency is required for these ARRA funds and CAP Solano has identified funds to specifically follow revenue and expenditures for this project separately from any other funding sources. The importance of open and accurate accounting for these funds is essential for the success of these projects.

B. Services and activities provided with the funds from the ARRA allocation include the following:

**1. Job/Agency Sustainability:**

Recruitment of low-income persons	Outreach to W.I.B. and our Continuum of Care/Provider Group to identify potential low-income persons who would benefit from and bring support to the project	Participants will begin within the first month of the project
Training and Education	CAP Solano will provide regular training (individual and group) in the areas of grant writing, agency administration, clerical support and contract compliance	Participants will gain knowledge and skills to obtain permanent employment
Resources	A living stipend up to \$25,000 annually per participant All materials necessary Transportation	Participants will receive resources to help move them from in-crisis or vulnerable to stable in the Family Development Matrix
Internships	On-the-job experience with local organizations and at CAP Solano in the fields of grant writing, accounting, administration and contract compliance	Participants will benefit from working with real organizations and situations to prepare them for employment. It is anticipated successful interns will be hired through W.I.B. or one of our partner organizations

**2. Volunteer Program Coordinator:**

VISTA – CAP Solano	VISTA Members will be supported with matching funds and a small housing allocation	The project will succeed by making sure the project has appropriate resources Members will have support with their housing situation
Volunteer Coordinator Project	Members will work with Volunteer Center of the East Bay for training and support	Members will be able to utilize the resources of the East Bay Center to avoid having to develop materials and training Complete assistance with volunteer documents, manuals and orientation
City Volunteer Coordination	Members will work in each of the cities with existing volunteer structures Tracking and database	Each city will have a volunteer coordinator working in collaboration with CAP VISTA Members Volunteers will be recruited, given appropriate orientation, receive documents and manuals pertinent to coordination their city efforts
Sustainable Program	Fund raising efforts Collaboration with 2.1.1.	United Way, Solano County, and partnering agencies will fund raise to sustain project beyond September 30, 2010 2.1.1. will connect through the support of the VISTA Volunteer Coordinator Project

### 3. Green CAPs Project:

Certification Process	CAP Solano staff will attend training and education opportunities required for Green Certification Process	CAP Solano will be a Green Certified Agency
Consultant and Participants	CAP Solano will recruit and hire green consultant(s) as appropriate to work with participants Participants will be identified	Professional training and education will be provided to participants in a Train-the-Trainer Process Participants will begin the project and engage in activities
Develop consulting group and marketing products	Consultants will provide evaluation and recommendations to agencies to become Green Products will be ready for sale	Participants will begin in Solano County and embark to the rest of California A national expansion will occur during the Philadelphia Conference
Sustainability	Consulting fees Product Sales	The project will be self-sustaining through revenue from consulting appointments and product sales